

# P&T VALUE CHECKLIST

Use this to evaluate any recurring process, template, or meeting.

Score each item:

0 (No)

1 (Meh?)

2 (Yes).

Total score helps you decide what to keep, tweak, or cut.

Question	Score (0–2)	Notes
1. Does this help us deliver faster or improve quality?		
2. Do at least 80% of participants find this useful?		
3. Would something break or go worse if we removed it?		
4. Is it clear why this exists and is that reason still valid?		
5. Does it help us align with users, stakeholders or team members?		
6. Can we clearly see outcomes or value from this?		
7. Has it been improved or adapted in the last 3 months?		

## How to Evaluate:

- **12–14 points** → Keep.
- **8–11 points** → Needs review or adaptation.
- **< 8 points** → Retire, replace, or radically rethink.